

Pr

December 30, 1953

Mrs. Johanna Fawcett
Princeton, Iowa

Dear Mrs. Fawcett:

Enclosed are some date due cards to be used instead of the date slips for those new books that are being brought to you now. Using the plastic jackets doesn't leave space for the pasting of the date due slips. These are cards which we use with the charging machine on the bookmobile. All you have to do is stamp the date due on the card and put the card into the pocket when you remove the book card. If this date due card is lost while the borrower has the book - that is if it's not in the book pocket when the book is returned, the borrower should be charged 5¢ for the card. That's the charge for date slips that are torn, too. Torn pockets are 10¢.

I'm sorry that we didn't send these date cards along with the books. These will hold you for a while until I get down with another batch of books, at least, when I shall bring along a larger supply of the cards. You can use them right down the line, two columns on each side of the card, at least.

application

The juvenile borrowers' cards have arrived, I trust.

What have you done about Christmas and New Year's nights. I know you're not opening on those nights; but are you substituting any night? I don't believe it's necessary.

If there are some books, both adult and juvenile, which you feel have been there a long time, and are no longer being used, will you please pile them on the top of the shelves so I can bring them back next time I bring some new ones down. Instead of making the big exchange every 6 or 7 weeks, we're bringing a few new books everytime we put them through processing here at headquarters. That keeps your collection fresh constantly and makes the exchanging much less of a problem. I'm going to need a key for the place, though. Is there a locksmith there in Princeton - or anyone who cuts keys?

HAPPY NEW YEAR!

Sincerely,

Elizabeth B. Hage